



NOTICE OF CHANGE TO FINAL FILING DATE

CEA EXAMINATION

**POSITION TITLE: CHIEF, INFRASTRUCTURE SOLUTIONS AND
MANAGEMENT DIVISION, INFORMATION
TECHNOLOGY BRANCH**

LEVEL: CEA 2 \$7558 - \$8333

**The final filing date for this examination has been changed from
January 18, 2007 to January 18, 2007 or Until Filled.**

**Applicants who have previously submitted applications for this
examination do not need to reapply.**

**If you have any questions regarding this examination, please contact
Lisa McVay at (916) 653-8456.**

EMPLOYMENT DEVELOPMENT DEPARTMENT

CEA



CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

POSITION TITLE: CHIEF, INFRASTRUCTURE SOLUTIONS AND
MANAGEMENT DIVISION, INFORMATION
TECHNOLOGY BRANCH

LEVEL: CEA 2 \$7558 - \$8333

FINAL FILING DATE: January 18, 2007

DUTIES/RESPONSIBILITIES:

Under the general direction of the Deputy Director, Information Technology (IT) Branch, the Chief, Infrastructure Solutions and Management Division (ISMD), plans, organizes facilitates and evaluates the activities of over 120 staff. The annual data processing related budget is over \$50 million. The Chief, ISMD, is responsible for formulating, developing and recommending the EDD information systems policies and objectives including: the department's technology infrastructure of over 600 servers and 12,000 clients, equipment and staffing requirements, systems services analysis, application/database management systems hosting, WAN/LAN support, and storage management methodologies. The incumbent develops long-range information systems and telecommunication system plans to broaden and strengthen departmental operations and provide timely and useful management and investment information for the EDD Infrastructure Portfolio Management process. The EDD programs supported by the ISMD include Employer Tax and Benefit Accounting, Insurance Claims and Benefit Payment (Unemployment and Disability Insurance), fraud detection, overpayments, employment service, and management information including employment/unemployment statistics.

FILING INSTRUCTIONS:

All applicants must submit a completed **Standard State Application (Form 678)** and **Statement of Qualifications (SOQ)** postmarked no later than the final filing date to:

Employment Development Department
Human Resource Services Division, MIC 54
Attention: Lisa McVay
P.O. Box 826880
Sacramento, CA 94280-0001

Applications may be obtained from the State Personnel Board's web site at <http://www.spb.ca.gov>. **Applications submitted without a SOQ may be eliminated from this examination process.** The SOQ should be one, but no more than two pages in length, and is a narrative discussion of how the applicant's education, training, experience, and skills meet the minimum and desirable qualifications and qualifies them for the position. Applications will be accepted until January 18, 2007. All inquiries regarding this examination should be directed to Lisa McVay at (916) 653-8456.

SEE PAGE 2 FOR ADDITIONAL INFORMATION

(INTERNET)

December 18, 2006

EXAMINATION INFORMATION:

The examination process will consist of an evaluation of applications and SOQs to assess education and experience as it relates to the minimum and desirable qualifications listed below. A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The results of this examination will be used solely to fill the position of Chief, Infrastructure Solutions and Management Division, IT Branch.

Special Testing: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make special arrangements.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications by the final filing date:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992.

And in Addition to the Minimum Qualifications:

Must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating teams; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and an administrator's role in the equal employment opportunity program.

Ability to plan, organize and facilitate the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; effectively contribute to the Department's equal employment opportunity program.

Knowledge and abilities are expected to be obtained from supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies (experience may have been paid or volunteer, in the State service, other governmental settings or in a private organization).

DESIRABLE QUALIFICATIONS:

1. Strong leadership and management team experience demonstrating an ability to create a clear vision, set goals and expectations, encourage leadership and initiative at all levels, and use sound judgment in managing complex and varied systems.
2. Knowledge of the role of information technology in strategic business planning, especially IT Infrastructure Architecture for mission critical systems.
3. Experience with the planning, development, maintenance, installation, and support of large system applications in a multi-tier environment, and familiarity with large complex telecommunication and database management systems.
4. Experience in large-scale project management, including vendor oversight and contract management.
5. Ability to establish effective working relationships and credibility with contractors, the vendor community and state and federal control agencies.
6. Demonstrated knowledge and experience in information technology project development approaches that minimize risk to the State and the department.
7. Understanding of EDD service delivery systems and familiarity with EDD's major programs, including Unemployment Insurance, Disability Insurance, Job Service, Employer Tax and Workforce Development.
8. Demonstrated knowledge of both State and Federal funding procedures, including experience developing State budget proposals.
9. Ability to present plans and solicit support from department management and the Department of Finance for automation activities.
10. Knowledge of quality customer service principles and demonstrated use of customer expectations to improve processes and/or products.